

VACANCY ANNOUNCEMENT

(Announcement Number: 12-34)

The U.S. Embassy in Kathmandu is seeking an individual for the position of Administrative Clerk (Security).

OPEN TO: All Interested Candidates

POSITION: Administrative Clerk (Security)

OPENING DATE: August 15, 2012

CLOSING DATE: August 29, 2012

WORK HOURS: Full-time; 48 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent serves as senior of the two administrative clerks responsible for performing a full range of administrative duties in support of the Mission's Local Guard Force (LGF) program. The incumbent oversees the processing of leave and attendance for guards; makes procurement requests for and maintains inventory of guards' uniforms and equipment; assists with projecting field budget plan for LGF program; raises work order requests for maintenance of perimeter lights and various security equipment; and keeps fuel consumption and routine maintenance records of all LGF vehicles.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Secondary School is required.
2. A minimum of two years of prior work experience in any administrative or clerical field is required.
3. Level III (Good Working Knowledge) speaking/reading/writing English is required. Level IV (Fluent) speaking/reading/writing Nepali is required.
4. Excellent knowledge of security administrative procedures is required. Good knowledge of computer programs such as Microsoft Word, Excel, and Power Point is required.
5. Good interpersonal skills are required. Good planning and organizational skills are required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website: http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO

Email: recruitktm1@state.gov (write “Administrative Clerk (Security)” in the Subject Line)

Or

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

(Please clearly mark your envelope as “Application for Administrative Clerk (Security)”)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER